**GENERAL GUIDELINES**

***(Please read the instructions carefully)***

1. Complete the title page with all necessary student details and ensure that the signature of the student is marked in the declaration form.
2. All assignments must be submitted as an electronic document in MS Word to the LMS (Use 12 Times New Roman script).
3. All assignments must be submitted with an accompanying Turnitin report. plagiarism should be WITH IN 5%
4. Harvard Referencing Style is to be strictly followed
5. Assignment that is not submitted to the LMS by the prescribed deadline will be accepted ONLY under the REDO and RESIT submission policy of Westford.
6. **The assignment should not contain any contents including references cited from websites like** [www.ukessays.com](http://www.ukessays.com), [www.studymode.com](http://www.studymode.com), [www.slideshare.net](http://www.slideshare.net) , [www.scribd.com](http://www.scribd.com).
7. **Students can refer Wikipedia as a source of information, but the references cited in Wikipedia has to be mentioned.**

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| **Assignment title** | **Strategic Change Management** |
| **Assignment Task: Read the following scenario and prepare a report with the guidelines provided.** | |
| **Scenario:** Learners should select an organisation in which they are working/ or worked before/ or any other organisation of their choice. The learner should discuss any major issue(s) related to strategic change which happened/ or is likely to happen within the chosen organisation, and thereafter develop model(s) for change, which helped/ or will help the organisation to bring out a smooth change in the business unit. The learner needs to also show how the organisation can lead its stakeholders in developing and adopting the strategy for change discussed above, as well as how they plan to implement the chosen model for change. The answers to the questions below will be written in the form of a report, which needs to start with an introduction, which will also clearly bring about the change envisaged and the background to change. Thereafter all questions should be answered in the report, followed by logical conclusions and recommendations | |
| **The report should include the following:**   1. Executive Summary [8 Marks] 2. Introduction of the Chosen Organization and background to change [7 Marks] 3. Examine the need for change in the organization. Assess the factors that drive the need for strategic change and critically evaluate the resource implications for not responding to these changes. [30 Marks] 4. Explain any two change management models and evaluate the relevance of these models in the chosen organization. [20 Marks] 5. Develop a change management strategy involving the stakeholders, and also devise strategies to overcome resistance. [10 Marks] 6. Conclusions and recommendations. [10 Marks] 7. References (Adhering to Harvard Referencing Format)   **The report shall not exceed 6,000 words and should include relevant examples and illustrations.** | |